



DEPARTMENT OF **FAIR TRADING**
NSW Consumer Protection Agency

RENTING SERVICES

HOURS:	8.30am - 5.00pm Monday to Friday
TELEPHONE:	(02) 9377 9000 / 1800 422 021
FACSIMILE:	(02) 9283 1508 / 1800 803 655
TTY:	(02) 9377 9099

HOW TO TRANSFER A BOND

It is the responsibility of the new landlord/managing agent to ensure the validity of any transfer.

All you need to do is:

1. Fully complete a Transfer of Bond form and ensure that all parties to the previous bond sign it.
2. Attach it to the Lodgement Form for the new bond.
3. Attach a cheque for the difference, if the new bond is more than the bond being transferred.

You can only transfer a bond if:

- The tenants registered for the current bond are all moving to the new tenancy.
- The bond to be transferred was fully paid by the tenants. ie. they did not receive any assistance from the Department of Housing.
- The landlord or managing agent is not claiming part of the bond.

In all other cases, please complete a Claim for Refund of Bond Money form and lodge the new bond separately.

Transfer Hotline
(02) 9377 9121 or 1800 422 021